

AFFECTED BY CHANGE:

Missing Person File
Protective Order File
Convicted Sexual Offender Registry File
Convicted Person on Supervised Release File
Violent Gang and Terrorist Organization File
Wanted Person File

EFFECTIVE DATE: **Immediately**

An NCIC user recently submitted a request to CJIS Division staff for a change to the field length of the Miscellaneous Number (MNU) Field to accommodate the entry of more than 15 characters. While researching material for a staff paper on the issue, CJIS Division staff discovered a lack of specific guidelines in the *NCIC 2000 Operating Manual* for Entry or Inquiry transactions in the Person Files for MNUs greater than 15 characters.

The following addition must be made to the NCIC 2000 Person Files listed below:

Additions are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

Missing Person File, Section 1.9
Protection Order File, Section 1.7
Convicted Sexual Offender Registry File, Section 1.6
Convicted Person on Supervised Release File, Section 1.6
Violent Gang and Terrorist Organization File, Section 9.7
Wanted Person File, Section 1.8

MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
MNU	Miscellaneous Number	The first two characters must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the

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record. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

The following additions must be made to the NCIC 2000 Person Files listed below:

ENTRY

Missing Person File, Section 2.5, paragraph 5

5. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabets from the number itself in the MNU Field. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

Protection Order File, Section 2.4, paragraph 3

3. All numerical identifiers except the OCA, PNO, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

Convicted Sexual Offender Registry File, Section 2.4, paragraph 7

7. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

Convicted Person On Supervised Release File, Section 2.4, paragraph 4

4. All numerical identifiers except OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen should be used to separate the first two alphabets from the number itself in the MNU Field. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

Violent Gang And Terrorist Organization File, Section 10.4, paragraph 4

4. All numerical identifiers except the ORI and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

Wanted Person File, Section 2.5, paragraph 4

SECTION 2 -- SYSTEM CHANGES

4. All numerical identifiers except the ORI and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.**

The following addition must be made to the NCIC 2000 Person Files listed below:

INQUIRY

Missing Person File, Section 5.8, paragraph 3

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is not generated. Including sex and race in this inquiry will not confine the search. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.**

Protection Order File, Section 5.5, paragraph 4

4. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.**

Convicted Sexual Offender Registry File, Section 5.5, paragraph 2

2. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, OLN, LIC, or VIN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.**

Violent Gang and Terrorist Organization File, Section 13.4, paragraph 2

2. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search. **If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.**

Wanted Person File, Section 5.5, paragraph 4

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4. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the bit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

EFFECTIVE DATE: **Immediately**

With the implementation of NCIC 2000 in July 1999, many enhanced and new capabilities became available. One new capability was the Expanded Name Search (ENS). If a name/date of birth inquiry includes a "Y" in the ENS Field, NCIC will use each name part as the surname and interchange the remaining name parts as the given name. For example:

To support the ENS capability and the enhanced name search algorithm, the entry guidelines for the Alias (AKA) Field must be revised. Current guidelines recommend the entry of an alias only when the surnames differ. To take full advantage of the ENS capability, whenever any alias name part does not yet exist in the record, that alias should be entered in the AKA Field.

indicated by ~~strikeout~~. Additions are indicated by **highlighting** and deletions are

Missing Person File, Section 8.8
Protection Order File, Section 8.8
Convicted Sexual Offender Registry File, Section 8.8
Convicted Person on Supervised Release File, Section 8.8
Violent Gang and Terrorist Organization File, Section 16.8
Wanted Person File, Section 8.8

SECTION 2 -- SYSTEM CHANGES

MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS (AKA)

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which ~~the surname is different from the surname in the NAM Field and any surname spelling variations.~~ Name spelling variations of the first or middle name can only be shown as an alias if the surname changes, i.e., ~~NAM/THOMPSON, ROBERT and AKA/THOMSON, BOB~~ **any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.**

2.3 GUIDELINES FOR ENTRY OF THE CASE NUMBER IN THE ORIGINATING AGENCY CASE NUMBER (OCA) FIELD

AFFECTED BY CHANGE:

- Article File
- Boat File
- Gun File
- License Plate File
- Missing Person File
- Protection Order File
- Securities File
- Convicted Sexual Offender Registry File
- Convicted Person on Supervised Release File
- Unidentified Person File
- Vehicle File
- Vehicle/Boat Part File
- Violent Gang and Terrorist Organization File
- Wanted Person File

EFFECTIVE DATE: **Immediately**

Background

In the past, no direct guidelines have been provided for entry of the case number in the Originating Agency Case Number (OCA) Field; however, it has been general practice that the entering agency provide a unique number assigned to the case in the OCA Field. A good business practice is to construct the case number using the current year as an integral part of the number in order to avoid duplicate numbers within the same agency across years. With the establishment of the more recent files (i.e., Protection Order and Convicted Sexual Offender Registry Files), the entering agency may only be facilitating the entry and may not have a case file; however, the agency should still ensure that the OCA is a unique number in the NCIC record. In the NCIC System, the OCA Field is used as a record identifier and as a linking field.

With the implementation of NCIC 2000 in July 1999, many enhanced and new capabilities became available. One new capability was the Related Search Hit (RSH). An NCIC inquiry with a "Y" in the RSH Field will provide all linked records in the response. The NCIC System links records by matching Originating Agency Identifier (ORI) and OCA Fields when the dates of entry for those records are within 30 days of each other. To prevent the illogical linkage of records, agencies should ensure the OCA Field is unique to each case within the agency.

Manual Changes

Additions are indicated by **highlighting**.

SECTION 2 -- SYSTEM CHANGES

Article File, Section 2.5, Paragraph 7
Boat File, Section 2.5, Paragraph 20
Gun File, Section 2.5, Paragraph 7
License Plate File, Section 2.5, Paragraph 6
Missing Person File, Section 2.6, Paragraph 9
Protection Order File, Section 2.5, Paragraph 7
Securities File, Section 2.5, Paragraph 10
Convicted Sexual Offender Registry File, Section 2.6, Paragraph 9
Convicted Person on Supervised Release File, Section 2.5, Paragraph 7
Unidentified Person File, Section 2.6, Paragraph 9
Vehicle File, Section 2.5, Paragraph 14
Vehicle/Boat Part File, Section 2.5, Paragraph 8
Violent Gang and Terrorist Organization File, Section 10.5, Paragraph 7
Wanted Person File, Section 2.7, Paragraph 6

MESSAGE FIELD CODE EDITS FOR ENTRY

#. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES

SECTION 3 -- MODIFICATIONS TO THE NCIC 2000 CODE MANUAL

OTHER TRANSACTION CODES

The following sections should be replaced as follows:

Section 1.1 REASON FOR PROPERTY RECORD REMOVAL (RPP) FIELD CODES

Code	Comment
<u>Clear/Locate Transactions</u>	
HIT LOCAL YYYYMMDD	Recovery/Locate/Identification based on hit from the local system regardless of whether there are duplicate hits from the state and/or NCIC systems.
HIT STATE YYYYMMDD	Recovery/Locate/Identification based on hit from state system regardless of whether a duplicate hit occurred from the NCIC System.
HIT NCIC YYYYMMDD	Recovery/Locate/Identification based on hit from the NCIC System.
OTHER MEANS	Recovery/Locate/Identification accomplished through means other than a system hit.
PREVIOUS RECOVERY	Property recovered previously, but transaction was not performed.
<u>Cancel Transactions</u>	
ADMIN CLOSING	Investigative case was administratively closed.
CASE DROPPED	Investigative case was dropped.
NOT STOLEN	It was determined that property identified in the NCIC record had not been stolen.

(YYYYMMDD represents the year, month, and day of the hit.)

Section 1.2 REASON FOR PERSON RECORD REMOVAL (RPS) FIELD CODES

Code	Comment
<u>Clear/Locate Transactions</u>	
HIT LOCAL YYYYMMDD	Recovery/Locate/Identification based on hit from the local system regardless of whether there are duplicate hits from the state and/or NCIC systems.
HIT STATE YYYYMMDD	Recovery/Locate/Identification based on hit from state system regardless of whether a duplicate hit occurred from the NCIC System.
HIT NCIC YYYYMMDD	Recovery/Locate/Identification based on hit from the NCIC System.
LOCATED YYYYMMDD	Locate based on hit from undetermined system.
OTHER MEANS	Recovery/Locate/Identification accomplished through means other than a system hit.
PREVIOUSLY LOCATED	Person located previously, but transaction was not performed.

SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES

Code	Comment
<u>Clear Transactions</u>	
IDENTIFIED YYYYMMDD	Identification based on hit from undetermined system.
PREVIOUSLY IDENTIFIED	Identification occurred previously, but transaction was not performed.
<u>Cancel Transactions</u>	
ADMIN CLOSING	Investigative case was administratively closed.
CASE DROPPED	Investigative case was dropped.
NOT MISSING	Subject of the missing person record was determined not to be missing.
NOT WANTED	It was determined that a valid warrant had not been issued for subject of the wanted person record.
VOL RETURN YYYYMMDD	Subject of the missing person record voluntarily returned.
WARRANT DISMISSED	Warrant supporting the entry of the record was dismissed.

(YYYYMMDD represents the year, month, and day of the hit.)